



Located in Aledo, TX **Clear Fork Veterinary Clinic** (CFVC) has an immediate opening for a **PART-TIME** (*less than 30 hours per week*) experienced small animal Veterinary Receptionist. Our clinic is growing, and we are looking for a veterinary receptionist who is dedicated to providing supreme customer care to our clients and staff. Among the many benefits we offer, we also provide a respectful, family-friendly atmosphere where we encourage our staff to learn, mentor and grow in their profession.

Clear Fork Veterinary Clinic is a busy, privately-owned small animal facility whose doctors offer quality care such as wellness exams, dental services, surgery, internal medicine and diagnostic imaging. CFVC is proud to bring the Tarrant and Parker County communities a high level of patient care and customer service to its clients and their pets.

We are seeking a compassionate and highly motivated individual to join our team. We take a collaborative approach to care, with a focus on open communication. **The ideal candidate will:**

- communicate easily with clients and all aspects of pet health.
- be an active listener, paying close attention to details.
- check in patients, collect and record animals' case histories.
- easily adapt to whatever situation arises such as handling emergencies, taking initiative during light schedules or prioritizing duties during high call or in-person volume.
- participate in cross-training to work in all areas of a veterinary clinic.
- support veterinarians and other staff in daily patient and client care.
- Demonstrate dependability and flexibility.

Qualifications:

- A minimum of one to two years' experience in a veterinary (or relevant) setting, required.
- Strong computer skills, preferred.
- Knowledge of ezyVet software, preferred.

- Able to sit, stand, and walk on hard floor surfaces for extended periods.
- Able to type information for patient records and prescription labels.
- High School degree

The candidate for this position may be exposed to a variety of pets that may bite or scratch, and on occasion, exposed to anesthesia, radiation, biological hazards and medication/controlled substances.

The hours of operation for the clinic are Monday through Friday 8 am until 5:30 pm and Saturdays 8 am until noon. Employees may work, on average, 5 days a week, but days and times are flexible. Availability for a rotating Saturday shift is required.

Background and drug testing are required. CFVC offers a competitive salary. To apply, please send your resume and cover letter to HR.CFVC@inovapartners.com and reference CFVCrecep822.